

Mail to:  
Office of Vital Records  
Amendments Unit  
1903 Mail Service Center  
Raleigh, NC 27699-1900

NC Department of Health and Human Services  
Division of Public Health  
Office of Vital Records

Physical Location:  
Cooper Memorial Health Building  
Office of Vital Records  
225 North McDowell Street  
Raleigh, NC 27603-1382

**WORKSHEET FOR CERTIFICATE OF IDENTIFICATION**

Please print clearly providing pertinent information to obtain a new certificate for your child.

Child's Original Name:

First	Middle	Last	Suffix
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Child's Name after Adoption:

First	Middle	Last	Suffix
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Child's Date of Birth:

Month	Day	Year
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Child's Country of Birth:

Child's Gender:

Father/Parent Name:

First	Middle	Last	Suffix
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Father/Parent Date of Birth:

Month	Day	Year
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Father/Parent Place of Birth:

Father/Parent Race:

Mother/Parent Name:

First	Middle	Maiden
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Married Surname:

Mother/Parent Date of Birth:

Month	Day	Year
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Mother/Parent Place of Birth:

Mother/Parent Race:

Current residence Address:

Street and No.	City	State	Zip code
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Current County of residence of Adoptee/ Parent:

Street and No.	City	State	Zip code
Residence (any other):			
Street and No.	City	State	Zip code
Home phone number: (Area Code & Number)			
Mobile phone number: (Area Code & Number)			
Driver's License Number of Requesting Parent:			

**I hereby certify that all the above information is true to the best of my knowledge.** (Note: It is a felony violation of North Carolina Law (G.S. 130A-26 to make a false statement on this application or to unlawfully obtain a certified copy of a certificate of identification.)

<b>Signature of Person Applying for Certificate</b>	<b>Date</b>
<b>Adult Adoptee Signature</b>	<b>Date</b>

### HOW TO OBTAIN A CERTIFICATE OF IDENTIFICATION FOR A CHILD OF FOREIGN BIRTH WITHOUT RE-ADOPTING IN NORTH CAROLINA

#### General Information

1. American Citizens who have legally adopted children that are born in other countries may apply to the NC Vital Records office for a record that serves as a birth certificate. This record is called a Certificate of Identification for a Child of Foreign Birth.
2. Please contact the U.S. Citizenship and Immigration Services (USCIS) if you have questions related to citizenship. USCIS is responsible for processing immigration and naturalization applications and establishing policies regarding immigration services.
3. If the adoption order does not change the adoptee's name to the name of the adoptive parent(s), the certificate of identification will show the same name as the name on the child's original birth certificate. Vital Records will not make any changes to the child's name or date of birth unless the adoption order specifies such changes.
4. If the adoptive parent(s) desire to change the adoptee's name to a name that is not ordered in the adoption decree, the parent(s) must petition the clerk of court in their county of residence to order the name change.
5. **North Carolina will not stand behind the validity of a foreign adoption should the adoption be questioned in any way. Based on North Carolina law, you do have the option to readopt in this State.**

#### Requested Documentation

1. The adoptive individual must be a resident of North Carolina at the time they apply for the Certificate of Identification of Foreign Birth.
2. A certified Final Order of Adoption.
3. A certified copy of the original birth certificate from the country of birth is required. If an original birth record was never filed for the child, a certified statement from the birth country will be necessary as official documentation that a record does not exist.
4. The new adoptive birth certificate issued from the country of birth.

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5. Official translations must accompany all foreign documents.
6. Abandonment or relinquishment document.
7. Name change documents that may include a certificate of citizenship.
8. The adoptive individual's passport/visa.
9. The Adoptee is now an adult and proof of address is required. This can include a recent transcript, diploma, paystub, Identification card with picture, mail that shows the current address.
10. Vital Records must be presented with all original documents for review. Please submit photocopies of all the documents you have for the child that includes the passport and stamps and translations. We will review and sign a statement that we have seen the original documents. The copies will be placed in a sealed file along with the statement that we have reviewed the original documents. Vital Records will not be responsible for any original documents sent through the mail or any other means of transport of documents.
11. Appointments are required for walk-in service. Please call 792-5987 for an appointment.
12. If you resided in any other state(s) at time of adoption or after or before moving to North Carolina please submit a "no record found" letter from any previous state(s) of residence. This can be accomplished by submitting a request for the birth certificate to the state Vital Records office in the previous state(s) where you may have resided.

### **Vital Records' Fees:** (As prescribed by statute)

- \$15 for the preparation of the Certificate of Identification for a Child of Foreign Birth.
- \$24 to obtain a certified copy of the Certificate of Identification.
- \$15 for each additional copy of the Certificate of Identification.
- \$35.00 (\$15) for processing and handling and (\$20) for return of documents by FedEx.
- Please provide your original documents and copies to us by either by a FedEx prepaid envelope that comes to us and is pre-addressed back to you or you may select the \$35.00 option above that includes the FedEx return envelope. Please write Attention -Adoptions" on the outside of the envelope.
- Please make certified check or money order payable to N.C. Vital Records. Personal checks are not accepted.

### **General Statute**

#### **§ 130A-108. Certificate of identification for individual of foreign birth.**

(a) In the case of an adopted individual born in a foreign country and residing in this State at the time of application, the State Registrar shall, upon the presentation of a certified copy of the original birth certificate from the country of birth and a certified copy of the final order of adoption signed by the clerk of court or other appropriate official, prepare a certificate of identification for the individual. The certificate shall contain the same information required by G.S. 48-9-107(a) for individuals adopted in this State, except that the country of birth shall be specified in lieu of the state of birth.

(b) In the case of an adopted individual born in a foreign country and readopted in this State, the State Registrar shall, upon receipt of a report of that adoption from the Division of Social Services pursuant to G.S. 48-9-102(f), prepare a certificate of identification for that individual. The certificate shall contain the same information required by G.S. 48-9-107(a) for individuals adopted in this State, except the country of birth shall be specified in lieu of the state of birth. (1949, c. 160, s. 2; 1955, c. 951, s. 16; 1957, c. 1357, s. 1; 1969, c. 1031, s. 1; 1983, c. 891, s. 2; 1995, c. 457, s. 8; 1997-215, s. 13; 2001-208, s. 13; 2001-487, s. 101.)

### **Physical Location**

North Carolina Vital Records (Cooper Memorial Health Building)  
225 N. McDowell St., Attn: Adoptions, 2nd floor  
Raleigh, NC 27603-1382

**Please use the physical location address for your FedEx delivery to us and include 2nd Floor, Attn: Adoptions on the envelope. The telephone number is (919) 792-5987.**

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Street Map of Downtown Raleigh, North Carolina

